

SOUTH CAROLINA RESERVE OFFICER TRAINING PROGRAM

Administrative Guide



**SC Criminal Justice Academy
Instructional Standards and Support**

2010 Edition
Rev. 9/10

South Carolina Reserve Officer Training Program

Effective July 1, 2005

Authority

SC Reserve Officer Law – Chapter 28, Title 23, Code of Laws of SC.

The South Carolina Reserve Officer

A reserve officer is a non-paid volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. The reserve officer is appointed by and serves at the pleasure of the agency head.

A reserve officer candidate must successfully complete the SC Reserve Officer Training Program to include an end of course written evaluation prepared by the South Carolina Criminal Justice Academy.

Following are detailed descriptions of all requirements/responsibilities of host departments and reserve officer candidates. Please read carefully. For questions contact:

William A. Floyd, Jr., Manager, Instructional Standards and Support
803-896-7724
WAFloyd@sccja.sc.gov

or

Kathy Daniels, Standards Program Coordinator
803-896-7843
KMDanielsen@sccja.sc.gov

or

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How to Become a South Carolina Reserve Department

To have a South Carolina Reserve Officer Program, the department must complete and return the Application for Approval as South Carolina Reserve Department form. Once a department has been approved as a South Carolina Reserve Department, that department must submit an application **every July** or anytime there is a change to the program; i.e., new chief/sheriff/agency head, new reserve liaison, new reserve officers. This form is to be submitted whether or not the department is actively training reserve officer candidates.

It is the department's responsibility to submit the required paperwork annually in July. The South Carolina Criminal Justice Academy (Academy) will not send out reminders. Failure to complete the paperwork annually may result in a department's reserve status being withdrawn.

Each department using reserve officers must have **one full-time class 1 officer as coordinator-supervisor** who must be responsible directly to the Chief/Sheriff. This Reserve Liaison is responsible for the coordination of training classes and scheduling of the Reserve test.

Send completed form to:

Kathy Daniels
SC Criminal Justice Academy
Instructional Standards and Support Section
5400 Broad River Road
Columbia, SC 29212

How to Conduct a South Carolina Reserve Officer Candidate Training Program

Once a department is approved as a reserve department, the department may apply to conduct a South Carolina Reserve Officer Training Program. In order to host a South Carolina Reserve Officer Training Program, the department must complete and return the Application for South Carolina Reserve Officer Training Implementation form **before** beginning **each** training program, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. The application can be faxed to 803-896-8746 or mailed to the SC Criminal Justice Academy, Standards Unit, 5400 Broad River Road, Columbia, South Carolina 29212.

If you are training candidates from other departments, the candidates' employing agencies must complete an Application for Approval as South Carolina Reserve Department and an Application for South Carolina Reserve Officer Training Implementation form **before** the training program begins, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. The Application for South Carolina Reserve Officer Training Implementation form must indicate who from the employing department will be providing the training for the Local Ordinances and Policies. You must indicate the instructor's full name and Social Security Number when completing applications. **Again, this must be done BEFORE the training program begins. It is up to the department offering/sponsoring the training to ensure that all paperwork is on file with the Standards Unit.** You can contact the Standards Unit at 803-896-7843 to verify.

Any changes in the training program after an application has been approved must be submitted to the Standards Unit immediately for reapproval. Failure to do so may result in delayed testing of candidates or candidates not being allowed to test.

The Reserve Liaison will be the contact for questions and scheduling of the test. Any change in the Reserve Liaison must be submitted to the Standards Unit.

Once the above steps have been completed and the applications approved, the Academy will forward an electronic version of the South Carolina Reserve Officer Training Manual. In addition to the manual the department will be forwarded DVDs for the Legals and CDV coursework.

Note: **Before** a candidate may **attend** the SC Reserve Officer Training Program, the following must be on file with the employing department.

1. A Photostat copy of candidate's birth certificate or similar approved document.
2. High School diploma or GED certification.
3. Report of current medical exam, on CJA preplacement & medical history form, with physician attesting medically suitable for law enforcement employment.
4. Fingerprint card showing results of SLED and FBI identification fingerprint check. All charges must show a final disposition with NO felony conviction or disqualifying misdemeanor. The employing department must have conducted a background investigation, including a credit check, and the results must be satisfactory.
5. Candidate must hold a valid/current SC Driver's License with no record for the past five (5) years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident. **There is no exception for military personnel. All reserve candidates must have a SC Driver's License.**
6. A recent photograph. (within 6 months)

South Carolina Reserve Officer Training Program Course Titles

Program coursework consists of instructional units from law to firearms. Lesson plans are developed and approved by the Academy. All lesson plans will be provided by the Academy with the exception of Local Ordinances and Policies. Lesson plans must be taught as structured; modification of performance objectives, instructional content, time required, and support training material is prohibited.

DVDs will be provided in addition to the manual for the Legals and CDV portions. The department must have an Academy accredited instructor or approved attorney **present** during all DVD presentations. Training for other topics must be conducted by Academy accredited instructors using the lesson plans provided. Each agency is responsible for training candidates on the agency's Local Ordinances and Policies. The complete names of instructors and/or attorneys must be listed on the Application for South Carolina Reserve Officer Training Implementation. Any changes to the application or instructors must be approved **in advance**.

The test will cover all content except Local Ordinances and Policies.

Candidates must be present during the entire training program.

SC Reserve Officer Training Curriculum – Effective July 1, 2005 (Hours Rev. 9/21/09)

Videotapes/DVDs and lesson plans will be provided for the following topics:

Course Title	Hours	Course Title	Hours
1 Introduction to Criminal Law	2	12 First Amendment Issues	1
2 Courts, Crimes, Procedure	2	13 Confessions, Interrogation, Miranda	3
3 Probable Cause	2	14 Specific Crimes I	3.5
4 The Exclusionary Rule	1.5	15 Specific Crimes II	4
5 Arrests	2	16 Evidence	3.5
6 Investigative Detention	2	17 Civil Liability	4
7 Searches I	3.5	18 CDV Dynamics	2
8 Searches II	4	19 CDV Statutes	2
9 Searches III	3.5	20 Harassment and Stalking	1.25
10 Courtroom Procedures	3	21 CDV Law Enforcement Response	3.5
11 Ethics in Law Enforcement	2	22 Victimology	2

Lesson plans will be provided for the following topics:

23 Diversity	5.25	30 Radio Communications	3.5
24 Prisoner Control and Transportation	2.5	31 Officer Survival (DT Instructor)	3.5
25 Handling the Mentally Ill	2	32 Tactical Handcuffing (DT Instructor)	8
26 Juvenile Procedures	3.5	33 Use of Force (DT Instructor)	2.5
27 Sexual Assault	4	34 Shooting Decisions (Firearms Instructor)	4
28 Child Abuse	3.5	35 Firearms (Firearms Instructor)	24
29 Omnibus Adult Protection Act	2	36 Emergency Vehicle Operations	2

Topic Departments are responsible for:

37 Local Ordinances and Policies	10
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South Carolina Reserve Officer Testing Process

The Academic Testing Unit at the Academy will prepare a test consisting of 100 test items for reserve officer testing; all test items will be individually cross-referenced to performance objectives. The current passing grade for this examination is 70%.

Upon completion of the training program the department hosting the training will provide the **original** Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form and Defensive Tactics/Tactical Handcuffing/Proficiency Score Sheet for each candidate. **Faxes will not be accepted.**

Upon receipt of the **original** documentation for each candidate, the Standards Unit will review the paperwork for completeness and compare the information to the approved Application for South Carolina Reserve Officer Training Implementation. Provided all paperwork is in order, the Standards Unit will contact the department hosting the training to set up a test date at the Academy. Test dates will not be scheduled until the DVDs and all **original** documentation is received for each candidate.

Reserve testing is scheduled on the first and third Wednesday of each month at the Academy located at 5400 Broad River Road, Columbia, South Carolina. The test is administered from 2:00 pm to 4:00 pm. Candidates must be in the test room no later than 1:30 pm and present their South Carolina Driver's Licenses. Manuals, beepers, cell phones, hats and weapons are not allowed. No one will be admitted after instructions have begun.

Candidates **MUST** be scheduled one week in advance or they will not be allowed to take the test. Department's must notify the Standards Unit at 803-896-7843 prior to the test date when candidates are unable to attend.

Tests will be scored within 48 hours. Test score notification will be **mailed** to Chiefs, Sheriffs, or Agency Heads within 7 working days. Test scores will not be released to anyone via telephone, fax or e-mail.

For a successful candidate, a Personnel Change in Status Hire Form must be completed and sent to Ms. Theresa Clark in the Academy Certification Unit within **60 days of the test**. This must be done prior to a reserve officer commencing his/her duties. Upon receipt of the original hire form (no faxes), Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

In the event a candidate fails the test, one retest will be offered no sooner than 60 days after the date of the failure. The employing department's Reserve Liaison must contact the Standards Unit at 803-896-7843 to reschedule the test.

Candidates who fail the retest may apply to repeat the Reserve Officer Training in its entirety no sooner than one year from the date of the retest failure. Candidates who fail twice are not eligible to attend any Academy mandated training (Basic Law Enforcement, Basic Jail, or Limited Duty) or the Constable program for one year from the date of the retest failure.

Documentation Required Before Reserve Officers Can Begin Ride-Along Requirement

For a candidate who successfully completes the reserve test, an original Personnel Change in Status Hire Form must be completed and forwarded to Ms. Theresa Clark in the Certification Unit within 60 days of the test. This must be done **prior** to a reserve officer commencing his/her duties. Upon receipt of the original hire form (no faxes), Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

Failure to complete and send in the Personnel Change in Status Hire Form may result in loss of a department's reserve status and the candidate may have to repeat the entire training process.

Miscellaneous Facts

All reserve candidates and reserve officers must have a valid SC Driver's License and a SC street address. **There is no exception for military personnel.**

Reserve officers must maintain a logged service time of 20 hours each month or 60 hours each quarter.

In-service training shall be held periodically but not less than once a month. Consecutive absences of more than three sessions may be grounds for dismissal. In-service training does not count towards logged service time.

Reserve officers must complete 240 duty hours with a certified Class 1 officer before working alone.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time officer to whom he/she is assigned at all times.

Reserve officers who transfer to full time employment must complete all the requirements as set forth by law as appropriate for the class certification. For example, if a reserve officer is hired as a full time (Class 1) law enforcement officer, he/she must complete the entire Basic Law Enforcement training program.

Any currently certified full-time Class 1 law enforcement officer who leaves his/her position under honorable conditions may, within 12 months, at the request of the chief and with the concurrence of the SC Criminal Justice Academy, be issued a registration card identifying him/her as a member of the reserve. Any such officer shall not be required to undergo the preliminary training but shall be required to have a current physical exam.

Class 3 officers who leave their position must complete the entire SC Reserve Officer Training Program and pass the examination in order to become a reserve officer.

Currently certified Class 3 officers cannot serve as reserve officers.

Individuals who work for a law enforcement agency in a **non-law enforcement capacity** may serve as reserve officers upon successful completion of the SC Reserve Officer Training Program and examination. They may **not** count regular work hours towards reserve logged service time of 20 hours each month or 60 hours each quarter.

The number of reserve officers cannot exceed the number of regular full-time Class 1 law enforcement officers of the department.

Reserve status is not covered by military leave. The Department should separate the reserve officer from reserve status, unless he/she is able to continue doing in-service and road hours each month. If the separation is over one year that is considered a break in service.

Reserve Officers with a Break In Service

Over one year but less than three years:

1. Candidate must complete the legal and CDV portions of the SC Reserve Officer Training Program, firearms training, EVO and Local Ordinances & Policies (see lines 1-22, 35, 36, and 37 on page 2 of the Application for South Carolina Reserve Officer Training Implementation). The Department must contact the Standards Unit (803-896-7843) **prior** to training the candidate and submit an Application for South Carolina Reserve Officer Training Implementation, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. Once approved the training can be provided.
2. Upon completion of training, an **original** (no faxes) Departmental Training Verification, and Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form must be completed for each candidate indicating that he/she has:
 - a. Completed Legals and CDV training.
 - b. Qualified with firearm.
 - c. Completed 2 hours on the department's Emergency Response Driving policy.
 - d. Completed 10 hours on the department's Local Ordinances and Policies.

The original forms should be mailed to Kathy Danielsen, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.

3. Upon receipt of the original forms, the Standards Unit will schedule a test date to administer a 50 item, multiple choice examination.
4. A Personnel Change in Status Hire Form must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
5. Complete any additional paperwork required by the Certification Unit.
6. Candidate must have a current physical.

Three year break in service:

Candidate must complete entire South Carolina Reserve Officer Training Program.

Transfer of Reserve Officer to Another Department

In order for a reserve officer to transfer from one department to another, the receiving department must furnish the following documentation:

1. Personnel Change in Status Hire Form for the new department.
2. Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the reserve officer has:
 - a. Qualified with firearm at the new department.
 - b. Completed 2 hours on the new department's Emergency Response Driving policy.
 - c. Completed 10 hours on the new department's Local Ordinances and Policies.
3. Complete any additional paperwork required by the Certification Unit.

Transfer of BASIC Constable to a Reserve Officer

In order for a **basic** constable to transfer to a department as a reserve officer, the following must be done:

1. Constable must surrender credentials to SLED in writing.
2. SLED must provide written letter indicating that constable is in good standing to the Academy.
3. Candidate must complete a portion of Reserve training (this would be Reserve training excluding the Legals, CDV and Firearms). The Department must contact the Standards Unit (803-896-7843) **prior** to training the candidate and submit an Application for South Carolina Reserve Officer Training Implementation, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. Once approved the training can be provided.
4. Upon completion of training, an **original** (no faxes) Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form and Defensive Tactics/Tactical Handcuffing/Proficiency Score Sheet must be completed for each candidate indicating that he/she has:
 - a. Completed the additional Reserve training.
 - b. Qualified with firearm.
 - c. Completed 2 hours on the department's Emergency Response Driving policy.
 - d. Completed 10 hours on the department's Local Ordinances and Policies.

The original forms should be mailed to Kathy Daniels, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.

5. Upon receipt of the original forms, the Standards Unit will schedule a test date to administer a 50 item, multiple choice examination.
6. A Personnel Change in Status Hire Form must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
7. Complete any additional paperwork required by the Certification Unit.
8. Candidate must have a current physical.
9. Complete 240 hours of ride along with Department just like a new reserve officer prior to riding alone.

Transfer of ADVANCED Constable to a Reserve Officer

In order for an advanced constable to transfer to a department as a reserve officer, the following must be done:

1. Constable must surrender credentials to SLED in writing.
2. SLED must provide written letter indicating that constable is in good standing to the Academy.
3. Department must complete a Personnel Change in Status Hire Form. Please allow 15 working days to process paperwork.
4. Department must complete a Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the constable has:
 - a. Qualified with firearm at the department as a Reserve officer.
 - b. Completed Emergency Vehicle Operations and Local Ordinances and Policies.
5. Complete any additional paperwork required by the Certification Unit.
6. Complete 240 hours of ride along with Department just like a new reserve officer prior to riding alone.

When a Personnel Change in Status Report Form is Necessary

Personnel Change in Status Report of Separation/Termination is required:

1. When a reserve officer is no longer appointed by your department for the following reasons:
 - a. Reserve officer voluntarily resigned
 - b. Termination due to involuntary separation (please specify reason)
 - c. Termination due to disqualification (please specify nature of disqualification)
 - d. Misconduct resulting in termination (please specify reason)
2. When a class 1 law enforcement officer transfers to reserve status within your agency.
3. When a class 1 law enforcement officer voluntarily resigns (in good standing) and is appointed please indicate on the form the date of transfer from class 1 law enforcement to reserve status.

NOTE: A class 1 law enforcement officer can remain a reservist up to three years. If the officer goes over three years and desires class 1 law enforcement certification, the nine week basic training course would be required.

Maintaining Reserve Officer's Training File

The following documentation **MUST** be kept in the reserve officer's training file at the employing department:

1. All documentation required by South Carolina law:
 - a. A photo copy of reserve officer's birth certificate or similar approved document
 - b. High School diploma or GED certification
 - c. Report of medical exam showing satisfactory to the chief/sheriff
 - d. Fingerprint card showing results of SLED and FBI identification fingerprint check. All charges must show a final disposition, plus whether it was a felony or misdemeanor
 - e. Reserve officer must hold a valid/current SC Driver's License with no record for the past 5 years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident.
 - f. A background investigation, including a credit check, has been conducted, and the results are satisfactory.
 - g. A recent photograph
 - h. A copy of Departmental Training Verification form and firearm qualification
2. Copy of Personnel Change in Status Hire Form
3. Time sheet: Hours Reserve Officer worked = 20 hours each month or 60 hours each quarter
4. Copies of in-service training (Example: Legals, cores) (In-service training shall be held periodically but **not less than once a month.**)

For more information, contact Theresa Clark, Certification Unit, at (803) 896-7804 or THClark@sccja.sc.gov.

Constables

The Group 3 Constable Training Program is regulated by SLED. A South Carolina Constable Training Implementation form must be completed and approved by SLED before offering the constable training program or in-service training. All instructors must be approved or accredited by the South Carolina Criminal Justice Academy. Testing is conducted through the same process as reserves and offered at the Academy on the first and third Wednesday.

Basic and Advanced Constables cannot attend the South Carolina Reserve Officer Training program without written permission from SLED Regulatory.

All questions regarding constables and requests for training or testing must go through SLED Regulatory.

For more information, contact Diana White, SLED Regulatory at (803) 896-7015 or dwhite@sled.sc.gov.